



**DIVISION OF PLANNING AND PERMITTING**  
**FREDERICK COUNTY, MARYLAND**  
*Department of Permits and Inspections*

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**PERMIT APPLICATION SUBMITTAL CHECKLIST FOR:**  
**POLE BUILDING INSTALLATION**

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**ATTACHMENT (C)**

**This list is being provided as a guideline to help assist you in the Plan Review process. In some cases further information may be required to complete the review of your plans.**

**A pole building is defined as having post and beam construction that may be used for the storage of farm implements, lawn equipment, etc.**

- ☐ 1.) Approved plot/site plan to show your distances from the pole building to property lines and important buildings.
- ☐ 2.) Must provide 2 sets (for Residential) or 3 sets (sealed by Designed Professional for Non-Residential) of construction drawings that are drawn to scale; i.e. 1/4 inch = 1 foot. (preferred)
- ☐ 3.) Footing/foundation plans are required.
- ☐ 4.) Wall and roof framing plans required. Indicate beams, headers, post sizes and location on drawings.
- ☐ 5.) If roof trusses are being used provide truss drawing(s) with minimum roof top chord live load of 30 lbs. per sq. ft.
- ☐ 6.) Provide one full cross-sectional drawing through pole building structure.
- ☐ 7.) Provide elevation drawings showing all unique sides of pole building structure.
- ☐ 8.) What type of storage is this building to be used for?  
\_\_\_\_\_
- ☐ 9.) Is there any existing or proposed tank storage that may be located next to pole building structure? \_\_\_\_\_ yes or \_\_\_\_\_ no. Any tank storage (new or existing) will require a tank form. A permit needs to be applied for and must reviewed in conjunction with this form/permit.
- ☐ 10.) Separate permits are required for any electrical and/or plumbing work being done.